

### Completing a KK Budget Inquiry - GRANTS

The myUFL Commitment Control (KK) Ledger is a tool utilized by the University to ensure that commitment and expenditure of University resources are made within established budgets and available cash. The KK Ledger is comprised of the following ledger groups that are applicable to University operating funds: (1) Appropriations Ledger Group; (2) Cash-Based Ledger Group; (3) Grants Ledger Group; (4) Student Government Ledger Group; and (5) Construction Ledger Group.

Commitment Control identifies and reserves (or "commits") funds for future payment obligations. It answers the question "What is my available spending authority?"

This instruction guide provides step-by-step instructions for completing a KK Budget Inquiry as it pertains to the GRANTS ledger group.

1. Click the **Main Menu** link.
2. Click **Commitment Control**.
3. Click **Review Budget Activities**.
4. Click **Budget Details**.

#### Searching

Values may be entered into the ChartFields manually, by using the **Look up** button or by using the **Type Ahead** feature.

5. Click the **Ledger Group Look Up** button from the Search page.
6. Click the **Look Up** button to view the list of available options.
7. Click **KKGMCHD** from the Search Results table.
8. Enter a valid value (e.g., "**2905**") into the **Department** field.
9. Enter a valid value (e.g., "**201**") into the **Fund Code** field.
10. Enter a valid value (e.g., "**00018145**") into the **Project** field.
11. Scroll down, if needed.
12. Click the **Search** button.
13. Scroll down, if needed.
14. Select the desired record from the Search Results list.

If only one record satisfies the search criteria, it will automatically open.

## Budget Details (see figure 1)

The top line shows **ChartFields** that were used to define the search.

Business Unit	Ledger Group	Account	Fund	Dept	Project	PC Bus Unit	Activity	Budget Period
UFLOR	KKGMCHD	600005	201	29050408	00018145	GRANT	1	CUM

Ledger Amounts				
Budget:		4,464,721.50 USD		
Expense:		4,380,743.53 USD		
Encumbrance:		0.00 USD		
Pre-Encumbrance:		0.00 USD		
Associate Revenue:		0.00 USD		

Available Budget				
Without Tolerance:	83,977.97	USD	Percent:	(1.88%)
With Tolerance:	83,977.97	USD	Percent:	(1.88%)

Budget Exceptions		
Exception Errors:	0	Exception Warnings:
		0
		Budget Exceptions

**Figure 1.** Budget Details

15. Note the Budget Details.

Ledger Amounts section:

Budget = Allocated amount

Expense = What you've spent

Encumbrance = What you're in the process of spending (e.g., Pos, TAs, etc.)

Pre-Encumbrance = no longer used

Available Budget section:

Without Tolerance = full budget amount is available to spend

With Tolerance = UF currently does not use. If used, would limit amount of budget that could be spent by a set percentage

Budget Exceptions section:


Exception Errors = the number of line items within transactions that have budget exceptions

Budget Exceptions = will become a hyperlink if budget exceptions exist

16. Click the **Expense Drill to Ledger** button.

17. Click the **Show all columns** button.

This view shows the Accounting Period. UF fiscal year runs from July – June. Accounting Period 1 = July; Accounting Period 3 = September, etc.

18. Click the **Drill Down** icon on the desired Accounting Period row. 


This view displays the Activity Log. This view of the Activity Log displays each transaction that occurred during that Accounting Period.

19. Click the **Drill Down** icon on the desired transaction (see figure 2).

**General Ledger Journal Line Drill Down**

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**Transaction Line Identifiers**

Business Unit: UFLOR      Journal ID: LEGGR37771       Date: 06/30/2002  
 Line: 4108      Ledger: ACTUALS

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**Additional Source Information**

Journal Line Description:

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**Transaction Line Details**

Account	Source of Funds	Fund Code	Department	PC Business Unit	Project	Activity
611000	G000050	201	16120100	GRANT	00006030	1

Line Status: Valid  
 Budget Date: 06/30/2002  
 Line Amount: 55,426.77      USD

**Figure 2.** Transaction Details

20. Click the **OK** button three times to return to Budget Details screen

21. Click the **Attributes** link to view Budget Details Attributes (see figure 3) which displays the Begin and End dates of the awarded project.

These dates are used by KK and Contracts & Grants to determine if the grant is still in effect. If a grant has been extended, this End date must be updated by Contracts & Grants before a transaction can be processed.

Control Budget Attributes	
Commitment Control Option:	Control
Tolerance Percent:	0.00000000
Budget Status:	Open
Begin Date:	09/30/1994
End Date:	09/30/2010

OK

Figure 3. Budget Detail Attributes

22. Note the dates; then click the **OK** button.
23. Scroll down, if needed.
24. Click the **Return to Search** button.
25. Click the **Clear** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu
- Policies and Directives,
  - Contact the University Budget Office at 392-2402

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